

Chief, NEA Support Staff

9 JUL 1958

Executive Assistant, O&M Staff (DD/P)

25X1A Study of NEA [REDACTED] - Interim Report on Positions in the Office of the Chief

25X1A The following points were discussed with you on 24 June and are now submitted as part of the [REDACTED] Study:

Secretary - Steno GS-7

The work performed and the records maintained by the incumbent appear to be satisfactory but the volume of work should require somewhat less than full time. Work factors are as follows:

- 25X1A
1. Follow up on replies to Administrative dispatches. 75 per month
 2. Assign control numbers [REDACTED] initiated memoranda. 100 per month
1/2 drawer
 3. Maintain office files.
 4. Control and follow up on comments for proposed
 5. Prepare correspondence originating in the Office of the Chief.
 6. Serves as receptionist for phone calls and visitors.
 7. Miscellaneous duties requiring an estimated 25 per-cent of total time: maintenance of Regulation Manuals, assignment of parking spaces, issuance of RI authorizations, preparation of dispatches to COS re travel, maintenance of Emergency plan.

- a. Recommendation: Revise the Dispatch "follow up" system, as provided in the attached procedure.

Justification: Abstracts are being furnished with each dispatch for the purpose of simplifying the many logs maintained throughout the Divisions. The proposed procedure makes use of these abstracts and should greatly reduce the time required to maintain the present system which requires the writing out of a complete log entry for each case.

- 25X1A b. Recommendation: Reduce the work involved in the assignment of control numbers to memoranda initiated in the [REDACTED] by filing copies of the memoranda in the chrono file instead of writing out all the information now entered in the control register.

Justification: The proposed system will save the time of typing out a complete log entry in the register for each case.

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- c. Recommendation: Transfer to this position responsibility for the Division's time and attendance reports and pay check distribution.

25X1A

Justification: Organizationally this function is properly placed with the [REDACTED]. However, the burden is placed on a secretarial position which needs to be relieved of some of the assigned duties. It is believed that adoption of recommendations a and b above should add sufficient free time to this position to permit taking on this added burden without reducing the effectiveness of the incumbent in completing her other assignments within the normal work week.

Records Management Officer GS-11

The duties being performed primarily concern day-to-day records problems but do not represent the conduct of an aggressive Records Management Program, which the incumbent has neither the training or experience to undertake. Such a program would undoubtedly pay dividends but the writer has no knowledge of the extent of the records problem throughout the Division. Present operation of the Records Management Program would permit some additional duties to be undertaken by the incumbent.

- a. Recommendation: Provide for the incumbent to acquire some formal training in Records Management. (Courses are given locally by the American University, the Department of Agriculture, and the National Archives. The DD/P Records Officer has been requested to obtain brochures for you on the courses that are available.)
- b. Recommendation: Assign the Security Officer function to this position.

Justification: The duties can be assumed without interfering with present assignments. The function is now assigned to the Personnel Officer who is having difficulty in handling personnel tasks within the normal work week. Although the Personnel Officer states that very little time is required, it appears that an appreciable amount of time would be needed if all the Security tasks described in the attached list are fulfilled.

[REDACTED] 25X1A9a

Attachment:
Task List of Security Officer

Distribution:
Original - [REDACTED]
1 - Mgmt Staff